



King County

ADMINISTRATIVE SPECIALIST II DEPARTMENT OF NATURAL RESOURCES & PARKS WATER AND LAND RESOURCES DIVISION

Hourly Rate Range \$14.75 - \$18.70
Job Announcement No.: 02ES2957
OPEN: 11/20/02 CLOSE: 12/04/02

WHO MAY APPLY: This position is open to King County career service employees, King County regular exempt employees, and King County probationary employees who have attained career service status in a previous position.

WHERE TO APPLY: Required forms and materials must be sent to: **Michelle Kobuki, Human Resources, 201 South Jackson, Suite 600, Seattle, WA 98104.** Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact (206) 205-8782 for application requests or download from the internet at: <http://www.metrokc.gov/ohrm/psd/howto.html>.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and answers to the supplemental questionnaire are required.

SELECTION PROCESS: Applicants who meet the required qualifications will be screened based on the clarity, completeness, content, grammar and punctuation of their application materials. After initial screening, the most competitive candidates will be invited to participate in an oral interview.

WORK LOCATION: Hazardous Waste Management Section - 130 Nickerson St., Suite 100, Seattle, WA

WORK SCHEDULE: This position is 40 hours per week and is overtime eligible.

JOB DESCRIPTION: This position provides clerical & administrative support to a multi-agency program. Incumbent must exercise a moderate degree of independent judgement and discretion in this workgroup. For more information about the Local Hazardous Waste Management Program in King County, see <http://www.metrokc.gov/hazwaste/>.

PRIMARY JOB FUNCTIONS:

- Provide clerical & administrative support a field office of approximately 40 county employees.
- Support and interact with a network of employees from multiple agencies and jurisdictions.
- Serve as a communication and information center for staff and customers.
- Provide specialized and/or technical program-specific information to internal and external customers over the telephone, in person and in writing. Respond to inquiries requiring interpretation of section's programs, policies & procedures. Refer inquiries to appropriate staff or agencies when necessary.
- Review and process documents for quality control and conformance to division and unit guidelines. Make or suggest appropriate corrections.
- Develop spreadsheets and databases using Windows-based software. Modify established tables, queries and reports, when necessary.
- Maintain databases including entering, tracking and retrieving data.

- Perform mail merges from data files.
- Coordinate facility and office equipment maintenance with property management and vendors.
- Order, maintain inventory and distribute supplies.
- Process purchasing requisitions, accounts receivables, accounts payables. Reconcile account discrepancies with vendors and accounts payable section.
- Maintain unit's brochure system: maintain document storage room and files; update system with new publications; discontinue out-of-date publications; coordinate graphics and printing activities with print shops. Storage room maintenance involves frequent moving of boxes of brochures by hand or with a hand truck.
- Shipping & receiving for bulk mailings. Involves frequent moving of boxes by hand or with a hand truck, weighing boxes and shipping via on-line UPS.
- Assist with annual tradeshow. May involve preparing and collating packets of information, staffing tradeshow booth, set-up and take-down of booth, delivering boxes of materials to tradeshow location.
- Perform moderate numerical calculations involving account reconciliation
- Process staff training requests; register attendees, contact vendors to arrange for payment.
- Maintain centralized alphabetical and numeric filing system.

QUALIFICATIONS:

- Relevant experience and ability to perform in all primary job functions
- Knowledge of general office policies, principles and practices
- Knowledge of basic accounting processes and mathematics
- Demonstrated ability to convey and disseminate information in a accurate and timely manner
- Demonstrated ability to prioritize and successfully complete multiple tasks
- Demonstrated ability to show initiative and accountability for work
- Demonstrated ability in maintaining confidentiality on sensitive matters
- Skill in conducting research and solving problems on work assignments
- Ability to lift boxes weighing up to 40 lbs.
- Demonstrated ability to proficiently operate PC and Windows-based software applications as required by job.
- Demonstrated ability to work, make decisions and resolve issues in a closely knit team environment
- Demonstrated ability to establish good working relationships with other individuals within the County and partner organizations.
- Demonstrated ability to edit documents employing proper English, grammar usage and spelling.
- Customer service/public relation skills in (discretion, diplomacy, patience, etiquette, professionalism)
- Ability to use internet for research
- Must be able to perform and have experience in all primary job functions.

DESIRABLE QUALIFICATIONS: Knowledge of Oracle and IBIS or other automated procurement systems; experience working with contract documents and King County's procurement procedures.

UNION MEMBERSHIP: Positions in this classification are represented by Washington State Council of County and City Employees, (Council II), Local 1652R

Hazardous Waste Management Unit
Administrative Specialist II
Supplemental Questionnaire

A Supplemental Questionnaire must be completed and submitted with the application. The following items address important elements of this position and the information you provide will help to determine your eligibility for further consideration. Limit your response to all 5 questions to no more than 3 pages

Applicants who meet the required qualifications will be screened based on the clarity, completeness, content, grammar and punctuation of their application materials. After initial screening, the most competitive candidates will be invited to participate in an oral interview.

1. Describe your pertinent work experience and extent of that experience addressing the primary job duties per the job bulletin.
2. Elaborate on your procurement experience from purchasing to payments. Include any experience you may have with automated procurement systems.
3. Elaborate on your experience with various software programs (Word, Excel, Access, Outlook, IBIS, etc.). Please describe your level of competence and/or expertise.
4. The Administrative Specialist II is responsible for finalizing correspondence and other documents. Describe experience you have had completing documents with strict formatting requirements.
5. Describe the three most important concepts that you follow in providing excellent customer service.